

# TGAnet User Standard Operating Procedures Deposit Confirmer

## 1 All User Procedures

If your financial institution has been chosen to use TGAnet and you have been identified as an employee who will need access, your Primary Local Security Administrator (PLSA) or Local Security Administrator (LSA) will need to create you as a user. You must sign the TGAnet “Rules of Behavior” document and submit it to your PLSA or LSA to be granted access to TGAnet. After your user ID has been created, your user ID and password will be emailed to you.

### 1.1 Initial Sign In

Regardless of your role, you must sign in for the first time in the following manner:

1. Go to <https://www.twai.gov/TWAIUPS/user/login.jsp>.
2. The system will prompt you to enter your User ID and password.
3. The system will prompt you to enter your password again, and then enter a new password twice (please see the password rules below).
4. When your new password has been accepted, you will be directed to the Treasury User Provisioning Service.
5. Select Update My Secondary Authentication Answers.
6. Enter the answers to the questions provided. (This feature will help you reset your password should you ever forget it.)

### 1.2 Password Maintenance

To change your password at a later date:

1. Go to <https://www.tganet.gov> and select the Manage Users menu item.
2. Select Change My Password.
3. Follow the system prompts to change your password.

#### 1.2.1 Password Rules

- You must log into the TGAnet application at least every **90 days** or your access will be inactivated on the 90<sup>th</sup> calendar day since your last access date. Users that have not accessed their TGAnet account for **120 days** will have their access deleted on the 120<sup>th</sup> calendar day since their last access date. Users that have their access deleted will need to reapply for access through their organization.
- Must be a minimum of 8 characters
- Must include each of the following:
  - Alphabetic lower-case
  - Alphabetic upper-case

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- Numeric character
- Maximum of two repeated characters
- An identical password cannot be reused for 10 successive password changes.
- A user has three consecutive attempts to enter a valid password. After the third attempt, the user is locked out and must answer pre-determined secondary authentication questions or call his or her PLSA, LSA or the TGAAnet Treasury Support Center 877-255-9033 for validation of user identity and reset of the password.

### **1.3 TGAAnet Contingency**

- Should you have an issue accessing TGAAnet, review the contingency document at: <http://fms.treas.gov/tganet/related.html> and click on the TGAAnet Contingency document.

## **2 Deposit Confirmer Procedures**

### **2.1 Accessing Deposits**

1. Select View Deposits from the Manage Deposits Menu.
2. Any deposits that have been submitted for your review will appear in the My Deposits in Process section with a Submitted status.
3. If there are any CASHLINK II validation errors that need to be resolved, a list will appear in the Deposit and Adjustments Requiring Error Resolution Acknowledgement section. To resolve the CASHLINK II validation error, click on the appropriate voucher number hyperlink.

### **2.2 Deposit Confirmation**

1. If you would like to confirm a single deposit, select the voucher number hyperlink.  
**OR**  
If you would like to confirm multiple deposits simultaneously, select the appropriate Confirm checkboxes and click the Next button.
2. Review the deposit information for errors (If errors are found, adjust or reject the deposit using the procedures below) and if appropriate, select confirm.
3. Enter the appropriate CAN (CASHLINK II Account Number) or Account Key and Date of Deposit (The Date of Deposit cannot be prior to the Voucher Date or greater than today's date. If the Date of Deposit is today's date, the file transfer will occur at the first opportunity following the Fedwire cutoff. If the Date of Deposit is before the date on which the confirmation is occurring, the file transfer will occur at the first available file transfer).
  - a. When confirming multiple deposits the deposit date must be equal to the voucher date.

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- b. When FRB Confirmers confirm a deposit, the “Deposit Date” should not be less than the FRB CASHLINK “Process Date”. This will prevent date errors when FRB CASHLINK processes deposits.
  - c. FRB Confirmers are not required to enter comments when the Deposit Date does not equal the Voucher Date. This will allow you to perform “Batch” confirmations and eliminate the need for you to enter comments when confirming or adjusting deposits.
4. Select Submit. Submit will change the deposit(s) status to Confirmed.

If you participate in a system-to-system interface with TGAnet, you should confirm deposits in your internal system. The deposits will then be processed in TGAnet via the interface.

## **2.3 Deposit Adjustment**

Deposit discrepancies will be submitted through TGAnet. Deposit adjustments should be made in TGAnet and should not be rejected. Also, SF5515 should no longer be sent with the deposit adjustment to the agency.

1. Select View Deposits from the Manage Deposits Menu
2. Any deposits that have been submitted for your review will appear in the My Deposits in Process section with a Submitted status.
3. Select the deposit you would like to review.
4. Review the deposit and, if appropriate, select adjust.
5. Enter the CAN or Account Key and Date of Deposit (the deposit will still be processed along with the adjustment), and adjustment type (debit if the amount submitted in TGAnet is too high, credit if the amount submitted in TGAnet is too low), amount and reason along with any additional comments for the agency.
6. Review your entries and confirm that adjustment of this deposit is the desired action.
7. Select Submit. Submit will give the deposit a status of Confirmed and both the original deposit and adjustment will be sent in the next CASHLINK II extract (You and the agency will see the deposit as Confirmed with a notation that an adjustment has been made).

## **2.4 Deposit Rejection**

1. Select View Deposits from the Manage Deposits Menu.
2. Any deposits that have been submitted for your review will appear in the My Deposits in Process section with a Submitted status.
3. Select the deposit you would like to review.
4. Review the deposit and, if appropriate, select reject.  
**Note:** Before rejecting the deposit, contact the depositing location.

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5. If necessary, reject the deposit for the Deposit Preparer to create a new deposit. You should not reject the deposit without notifying the Deposit Preparer.
6. Enter the reason for the rejection.
7. Review your comments and confirm that rejection of this deposit is the desired action.
8. Select Submit. Submit will give the deposit a status of Rejected and the deposit will not be sent to CA\$HLINK II (the Agency will see the deposit as Rejected in their Deposit Transaction list).

**NOTE: *If you reject a deposit, you must return all deposited items (checks, money orders, currency) to the depositing endpoint.***

## **2.5 Returned Item Adjustment**

If an item is received that must be returned to the agency (for example, checks returned for insufficient funds, stop payment or closed account), a returned item adjustment must be created.

1. Select Create Returned Item Adjustment from the Manage Deposits Menu.
2. Enter the required information.
  - a. The Date of Deposit is the date the returned item adjustment is being made in the TGA account and must be greater than or equal to the Voucher Date, but less than or equal to today's date. This date is equal to the date when the Federal Reserve Bank or clearinghouse for the returned item debits the financial institution.
  - b. The Voucher Date is the business date that you are creating the adjustment and must be less than or equal to today's date.
  - c. Returned Item Adjustments are debit adjustments by default (they will lessen the original deposit amount).
3. Enter the optional information:
  - a. The original voucher number and date of deposit are *optional* fields because they may not be known. The number of returned items is also optional. These fields should be completed based on your agreement with the depositing agency.
4. Submit the Adjustment.
5. The adjustment will appear to the Agency with an "R" adjustment type in the Search Adjustments Function. It will also appear in the Adjustments by Endpoint report.

## **2.6 View Reports**

As a deposit confirmer for your financial institution, you have the ability to view business reports in TGA.net.